

NOTICE

There is a job vacancy with the **Bay County 74th JUDICIAL DISTRICT COURT PROBATION OFFICE.**

JOB TITLE: **Probation Officer**

RATE OF PAY: **\$46,155.20 entry, progressing to
\$54,724.80 after 3 years (PD07)**

Full-time position, with benefits

GENERAL SUMMARY:

Under general direction of the Director of District Court Probation, conducts investigations and prepares reports in order to assist the judge in determining the most proper sentencing of individuals brought before the court. Develops and implements treatment programs for individuals placed on probation in an effort to rehabilitate them and prevent future violations. Supervises a constantly active caseload. Presently certified by the Office of Substance Abuse under the Michigan Department of Health to properly evaluate substance abusers and refer them to appropriate programs.

TYPICAL DUTIES:

1. Investigates the background of persons awaiting sentencing on District Court convictions, includes reviewing arrest, employment and other pertinent records and interviewing the client, family, employers, school authorities, police authorities, and others as deemed necessary.
2. Analyzes all information gathered on the client, assesses the individuals's character, makes a judgement concerning the probability of future criminal behavior, and recommends what type of rehabilitative treatment would be most effective. Prepares pre-sentence reports which include a recommendation on the most proper court action.
3. Supervises persons placed on probation by the District Court, ensuring compliance with terms of probation and making regular visits as scheduled.
4. Provides probationers with guidance and counsel on personal, financial and other problems; assists in alleviating problems which led to criminal acts.
5. Assists clients in securing employment, entering school, securing training to improve work skills, and other rehabilitative measures.
6. Provides a professional assessment of substance abuse problems in accordance with guidelines provided by the Office of Substance Abuse-Michigan Dept. of Health.
7. Refers clients to community rehabilitation programs designed to assist with drug, alcohol, or emotional problems.
8. Prepares progress reports on probationers as required; prepares recommendations for probation termination, probation violation reports, and related reports.
9. Compile data in order for the District Court Judges to impose bonds and/or gather information for bond assessment hearings.
10. Aid and assist in the prosecution of individual that have violated the terms of their probation.
11. All other duties as assigned.

The above statements are intended to describe the general nature of level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties being performed by personnel so classified.

QUALIFICATIONS:

Bachelor's or Master's degree in social work or related field. ARM-1 or greater. Must have knowledge in ASAM Patient Placement criteria. Applicants may be required to take written and/or other examinations. This position involves sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 20 pounds of force up to 1/3 of the time.

Apply online at www.baycounty-mi.gov or in person/via US Mail to the Bay County Personnel Department, 515 Center Avenue, Bay City, Michigan 48708 no later than **4:00 p.m. Thursday, January 8, 2015.**

AN EQUAL OPPORTUNITY EMPLOYER

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."